

Grant Special Conditions and Reporting Requirements

1. **Reporting.** Submit timely and accurate Program Evaluation Reports to the EOPS Programs Division and participate in EOPS sponsored surveys and all other required reports related to any EOPS-administered grant program. The EOPS Programs Division reserves the right to deny payment to approved programs, pending receipt of reporting documentation.
2. **Monitoring.** Cooperate with EOPS monitoring and site visits.
3. **Juvenile lockup data.** Submit monthly juvenile lockup data to EOPS (if you have a DYS approved juvenile lockup) via CJIS/LEAPS, as well as compliance with the status offender law (M.G.L. Ch. 119, Sec. 39H) which provides that no status offender (e.g., runaway, CHINS, stubborn child, etc.) may be held securely in a police station lockup.
4. **Fingerprint Cards.** Submit Fingerprint Cards to the Massachusetts State Police regularly for all felony arrests consistent with state statute (M.G.L. Ch. 263 Sec. 1A). Further, all fingerprint cards submitted to the Department of State Police during the period of this grant shall contain an Offense Based Tracking Number (OBTN) generated and assigned by the police department in accordance with guidelines for said OBTN promulgated by the State Police and Criminal History Systems Board.
5. **Uniform Crime Report data.** Submit all Uniform Crime Report (UCR) data (i.e., offense, arrest, hate crime, LEOKA, and SHR, as necessary) to the Massachusetts State Police Crime Reporting Unit (CRU) on a monthly basis using the forms and procedures proscribed by the CRU. This condition does not apply to departments submitting NIBRS data.
6. **National Incident Based Reporting System extracts.** Submit National Incident Based Reporting System (NIBRS) extracts to the Massachusetts State Police Crime Reporting Unit (CRU) and implement a monthly process to do so no later than the conclusion of the grant period. This condition applies to departments with a records management system whose vendor is capable of creating NIBRS extracts.
7. **Criminal History Systems Board user agreement.** Maintain current user agreement with the Criminal History Systems Board (CHSB) and adhere to its conditions and requirements through the length of the grant period. Further, departments shall report all OUI arrests using the automated OUI reporting system contained within said CJIS system. (This applies to departments with equipment connected to the Criminal Justice Information System (CJIS).
8. **Warrant management system.** Make every effort to work with local courts to return non-electronic, paper warrants (so-called legacy warrants), issued prior to the implementation of the electronic warrant management system (WMS), for evaluation and possible conversion to the WMS. Departments which are unable to achieve such conversion by the end of the grant period are required to submit a status report to the EOPS Programs Division outlining the number of remaining legacy warrants, and what efforts have been undertaken to achieve their conversion to WMS during the grant period. (This applies to departments currently holding these non-electronic, paper warrants).
9. **Sex Offender Registry notification.** Submit copy of fingerprint card and a photograph to the Sex Offender Registry Board (SORB) for every Level 2 or Level 3 sex offender who registers at your department pursuant to M.G.L. Ch. 6, Sec. 178F1/2. In addition, your department shall transmit accurate and updated registration data to the SORB via the SX program on CJIS pursuant to M.G.L. Ch.6, Sec. 178F1/2. Further, your department shall make active community notification for all Level 3 sex offenders by placing fliers in strategic locations in your community, or by placing an advertisement in your local newspaper or local cable television access station pursuant to M.G.L. Ch.6, Sec. 178K(2)(c) and CMR 1.33.
10. **Domestic Violence Law Enforcement Guidelines.** Submit the Policy Acceptance Certification for the Domestic Violence Law Enforcement Guidelines 2001 (Revised) to Marilee Kenney Hunt, Director, Violence Against Women Programs, on behalf of the Secretary of Public Safety, in accordance with M.G.L. Ch. 403, Sec. 14.
11. **Property acquired with grant funds.** The EOPS requires that property acquired with grant funds be tagged and tracked using a computer-based inventory system.
12. **Internet access.** All police departments must have departmental Internet access. Any department that does not, must utilize a portion of their FY2002 Community Policing grant funds for this purpose by June 30, 2002.
13. **Email addresses.** All Chiefs of Police and Project Directors of departmental Community Policing programs must have individual email addresses. Where these addresses do not exist, FY2002 Community Policing grant funds must be used for this purpose by June 30, 2002.

I hereby certify that I have reviewed the enclosed information and agree to the terms and conditions herein.

Signature of the Chief of Police or Chief Executive Officer

Date